


Description of Position	<p>Title of Position: <u>Acting Project Coordinator (Project Hope)</u> Salary Range: <u>(A33) \$54280-61475</u> <u>Children, Youth & Families/Children's Behavioral Health & Education</u> Department or Agency Name Division—Section—Unit Assignment(s)/Comments: Classification Code: <u>02825900</u> Reference Position No: <u>3350-53300-003</u> Application Period: <u>6/21/2004 to 6/25/2004</u> Location: <u>101 Friendship St.</u> <u>Providence, RI</u></p> <p>Restriction/Limitations: <u>Limited (Funding) 10/1/2005</u> Shift and Days: <u>Non-Standard</u> Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u> Name of Bargaining Union: <u>Local 580/Super Tech Bargaining Unit</u> There is is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p>
General Information To Candidate	<p><u>Instructions:</u> A. <u>STATE EMPLOYEES LATERAL BIDDER:</u> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter "bid" noting your intention to bid, the position title and posting number (found on upper left hand corner of posting). <u>Most important – please include the following information:</u> <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Title of your present position and date you entered it</i> • <i>Date you entered State service</i> • <i>Name of your department where you are currently employed</i> • <i>Your business telephone number</i> • <i>Present Union Affiliation ***</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. <u>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</u> If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application.</p> <p>C. <u>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</u> • <u>REASONABLE ACCOMODATION:</u> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • <u>MEDICAL INFORMATION:</u> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p><u>DUTIES / RESPONSIBILITIES:</u> On a state-wide basis, to monitor the activities of eight (8) different mental health centers and to provide an extensive training program to participants; within the Department of Children, Youth & Families, to identify appropriate youth and assist in case planning prior to their transition to the community, to be administratively responsible for budget management, contract development and federal reporting; and to do related work as required.</p> <p style="text-align: center;">POSTED FOR RECRUITMENT</p>
Minimum Education and Experience	<p><u>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</u> <u>Education:</u> Such as may have been gained through: Possession of a Master's Degree in social work, or a closely related human services field; and <u>Experience:</u> Such as may have gained through: Considerable employment in a responsible position involving responsibility for grant writing and for planning and collaborating children's and adolescent services with other agencies. <u>Or,</u> any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> <p style="text-align: center;">Note: If eligible and funds are available, you must be prepared to report by 9/5/2004</p> <p>NOTE: ONLY QUALIFIED EMPLOYEES OF DCYF CAN BE CONSIDERED</p>
Where To Apply	<p><i>Apply within the application period as shown on this announcement.</i> NOTE: Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u> Dept. of Children, Youth & Families <u>Phone: (401)528-3681</u> Office of Human Resources <u>Fax: (401)528-3680</u> 101 Friendship St., 2nd Floor <u>TDD: (401)222-5803</u> Providence, RI 02903 Attn: Ellen L. Moan</p> <div style="text-align: right;">  </div>